

## Civilian Personnel News



# UPDATE

Issue Number 09-06

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# Director's Message

As the long, hot summer continues, lots of changes are occurring with Commanders and Directors leaving and arriving also mean new supervisors for many of us. For those who are affected, why not take this opportunity to introduce yourself to your new supervisors. That first impression is a lasting one so it's important to think about what you are going to say, how you are going to say it, and even how you are going to dress. Smiling is a good thing too! Don't forget to extend your hand for a firm handshake. Believe me all of this will make a positive impression and provide a solid ground to build on these new relationships.

Some of you may be wondering about the National Security Personnel System (NSPS). Out of the links available, the most famous is: [www.cpol.army.mil](http://www.cpol.army.mil) then click on NSPS. Although Training and Doctrine Command (TRADOC) is mentioned in the latest article, it will only affect select employees at the major command.

**\*\* See page 6 for more information on NSPS.**

This past week we were notified that non-bargaining unit Installation Management Employees (IMA) will convert to NSPS in early spring 2007. Training will be provided to IMA supervisors and non-bargaining unit employees sometime in January or February 2007. Bargaining unit employees will not be included in NSPS until litigation is settled between the labor unions and Department of Defense.

When official dates are released which will vary with the different commands, affected groups of employees will be notified and training will be conducted well ahead of implementation dates.

The Civilian Personnel Advisory Center (CPAC) is already under NSPS and so far so good. By the time the installation employees are subject to NSPS, any issues that rise should be resolved. In the meantime, enjoy the rest of your summer, use your use or lose leave, vacation if you can, and come back to us safely.

Sandra Kruse, Director  
Civilian Personnel Advisory Center

## Fort Leonard Wood Health Fair

Is scheduled for 17 November 2006,  
Time 0900- 1500 at Bldg 470 Room 2225



### Office of Personnel Management

The Federal Government's Human Resources Agency

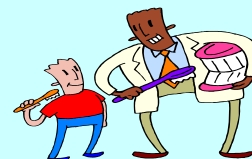


## Federal Employees Health Benefits (FEHB) and FSAFEDS Open Season

The next Federal Employees Health Benefits (FEHB) and FSAFEDS  
Open Seasons will be 11/13/06 through 12/11/06.

[http://www.opm.gov/Employment\\_and\\_Benefits/index.asp](http://www.opm.gov/Employment_and_Benefits/index.asp)

### The Federal Employees Dental and Vision Insurance Program (FEDVIP)



The following information was received from OPM regarding the upcoming FEDVIP.

Federal and United States Postal Service employees eligible for the Federal Employees Health Benefit (FEHB) Program (whether enrolled or not) and annuitants will be able to enroll in dental and/or vision insurance Fall 2006, with coverage effective December 31, 2006.

The FEDVIP open season will be held at the same time as the FEHB and Federal Spending Account for Federal Employees (FSAFEDS), **November 13 - December 11, 2006.**

Premiums are enrollee-pay-all and will be deducted pre-tax for employees. Enrollments will be available as self only, self plus one, and self and family and will take place on OPM's benefits portal, BENEFEDS Portal at <http://www.benefeds.com>. Please note that this portal is a future site and not yet operational.



# Hours of Operation

## Civilian Personnel (CPAC)

0900 – 1130 1230 – 1630

Building 470, Room 2205

573-596-0927

<http://www.wood.army.mil/CPO/Accept1.pdf>

## Non-Appropriated Funds (NAF)

0900 – 1130 1230 – 1630

Building 470, Room 2204

573-596-0283

<http://www.wood.army.mil/mwr/>

## Missouri Career Center

0800 – 1630

Building 470, Room 2203

573-596-0294

<http://www.works.state.mo.us/>

# CPAC Reminder

*The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.*

*Human Resources Advisors and Assistants are available for appointments and or phone calls from*

*0900 – 1130 & 1230 – 1630*

*Monday through Friday*

*Call 596-0927 to set up your appointment today!!*



# **Southwest Region**

## **Civilian Human Resources Agency**

The CPOC web pages throughout the regions have now transitioned into Regional web pages. The SW Regional web page can be located at (<http://cpolrhp.belvoir.army.mil/swr>).



### **Army Civilian Corps Creed**

**I am an Army Civilian – a member of the Army Team**

**I am dedicated to our Army, our Soldiers and Civilians**

**I will always support the mission**

**I provide stability and continuity during war and peace**

**I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army**

**I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage**

**I am an Army Civilian**



## National Security Personnel System Training

The Department of the Army will be conducting training for supervisors, managers, and employees, by Army trainers, HR specialists, managers, and online distance learning programs prior to implementation of NSPS.

Implementation of NSPS will result in changes to almost every aspect of HR management within DoD. Successful implementation of NSPS requires that managers, supervisors, employees and HR professionals understand the new system. The training offered will prepare the work force for the changes that NSPS will bring to HR policies and processes.

This initial mandatory training is **NSPS 101**: It's a web-based introduction to NSPS, and is required for all DoD employees to complete prior to attending classroom training. If employees do not have access to a computer, or require a quiet work environment to take the course, please let them know that the Bruce Clarke Library has computer work stations available.

The **NSPS 101** course takes approximately one hour to take. The web site for **NSPS 101** is: <http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm>. All personnel must print a certificate upon completion. Civilians should provide a copy of the certificate to their Activity Training Coordinator to be recorded in Defense Civilian Personnel Data System (DCPDS); active duty personnel should print a copy upon completion for future recording in the Army Training Requirements and Resource System (ATRRS).

For more information on NSPS go to the following site: <http://www.cpms.osd.mil/nsps/index.html>



## NSPS Launches New Web site

A new and improved Army NSPS Web site designed to educate and inform our Army workforce worldwide launched August 3, 2006.

The site offers a multitude of information about the NSPS as well as provides useful tools such as videos, presentations and brochures to be downloaded.

The Web site also offers an update bulletin available via email. The NSPS Bulletin is published every other Wednesday as well as when a NSPS announcement or update occurs. It will provide information about the program and its implementation, answer frequently asked questions, and provide the latest announcements.

If you would like to subscribe to updates, please visit:

<http://cpol.army.mil/library/general/nsps>



# ID CARD EXPIRING ?

## ATTENTION ALL CIVILIAN EMPLOYEES

If your Civilian Access Card (ID Card) is going to expire, you will need to obtain the following items to take with you to the ID Card Facility, to be issued a new CAC. The ID Card Facility is located in BLDG 470 on the second floor.

**Old CAC (ID CARD )**

**and**

**SF 50-B, Notification of Personnel Action the most recent one**

To obtain an SF50-B contact your Personnel Coordinator at your organization, also you can go to [www.cpol.army.mil](http://www.cpol.army.mil) and then log in under the “**EMPLOYEE PORTAL**”, then go to the employee tab and open “**MY SF50 Information**” there you will be able to print out the SF50-B.

# Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit [www.wood.army.mil/CPO/leavetra.htm](http://www.wood.army.mil/CPO/leavetra.htm) for general information about the leave transfer program and forms to become a recipient, as well as to become a donor of leave time.

**Please call (573) 563-6196 or (573) 596-0520 for a list of employees that are approved leave recipients.**

# NAF Corner

It's that time of the year again to update your addresses and employee status before the end of the year. W-2's will be mailed to the address on record so if you have moved please stop by NAF to update. If you have changed your marital status or have a benefit update you can update that as well. W-2's will be available online at the MY PAY website again this year. Check it out at [mypay.dfas.mil](http://mypay.dfas.mil).

NAF HR for Supervisors training is on its way! The NAF Office is pleased to announce this comprehensive course available to all NAF supervisors and directors. The NAF HR for Supervisors course was developed by the Civilian Human Resources Agency (CHRA), NAF Division to train new supervisors in their responsibilities for Civilian Human Resource Management (CHR). The course covers HR legal and regulatory requirements, HR processes and the automated HR tools designed to assist supervisors in requesting and tracking personnel actions. This 40 hour course will be held annually and is tentatively scheduled for November this year. For more information on the course and directions for signing up can be obtained by calling 573-596-0283 or stop by the NAF Personnel office. Hurry the class is limited in size and spaces are expected to fill quickly.

Introducing E-RPA's! NAF Personnel has taken the first steps to jump on the paperless band wagon. Starting 1 October 2006 all requests for personnel actions will be routed electronically through the CPOL website. All managers and approving officials will need to see the Personnel Office to register for access and training prior to the deadline.





### ***Need help with finding a job?***

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1st the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

**573-596-0294**  
**Bldg 470, Rm 2203**  
**M-F - 8:00am to 4:30pm**

### ***HEALTH CARE PROFESSIONALS***

**Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:**

- ☞ Physician, GS-602
- ☞ Chiropractor, GS-601
- ☞ Dentist, GS-680
- ☞ Podiatrist, GS-668
- ☞ Optometrist, GS-662
- ☞ Diagnostic Radiologic Technologist, GS-647
- ☞ Audiologist/Speech Pathologist, GS-665
- ☞ Registered Nurse, GS-610
- ☞ Physician Asst., GS-603
- ☞ Pharmacist, GS-660
- ☞ Dental Assistant, GS-681
- ☞ Dental Hygienist, GS-682
- ☞ Dental Laboratory Technician, GS-683
- ☞ Licensed Practical Nurse, GS-620

Provide copies of your **college transcript, license, and resume** to:

**Soldier Service Center, Bldg #470**  
**ATTN: CPAC, Ste #2205**  
**140 Replacement Avenue**  
**Fort Leonard Wood, MO 65473**

Or just come on in with your information!

# Useful Internet Sites

- CPAC Homepage / FLW Job Announcements
- <http://www.wood.army.mil/cpo/employ.htm>
- CPOL Vacancy Announcements, Army Resume Builder, and Answer
- <https://cpol.army.mil>
- USAJOBS
- <http://www.usajobs.opm.gov>
- NAF Job Announcements
- [http://www.fortleonardwoodmwr.com/nonappropriated\\_fund\\_employment.htm](http://www.fortleonardwoodmwr.com/nonappropriated_fund_employment.htm)
- Army Benefits Center (ABC/Civilian) /TSP/ FEHB
- <https://www.abc.army.mil>
- Long Term Care
- <http://www.ltcfeds.com>
- FEGLI
- <http://www.opm.gov/insure/life/>
- MyPay
- <http://www.dfas.mil/mypay/>



# THRIFT SAVINGS PLAN

## Annual Limit on TSP Contributions

### ***What is the annual limit?***

The annual limit is \$15,000.

### **What happens to my employee contributions when the annual limit is reached?**

When the annual limit is reached, your contributions will be suspended for the remainder of the year. The TSP system will not allow any employee contribution to be processed that will cause the total amount of employee contributions for the year to exceed the annual limit. Your payroll office must ensure that your employee contributions automatically resume the first pay date in the following year.

### **What happens to my Agency Matching Contributions when the annual limit has been reached?**

If you are a FERS employee, your Agency Matching Contributions are also suspended when the annual limit on elective deferrals has been reached. Agency Matching Contributions are based upon the amount of employee contributions that you make each pay period. If there are no employee contributions in a pay period, there can be no Agency Matching Contributions.

### **How can I make the maximum employee contribution and still receive the maximum Agency Matching Contribution each year?**

To receive the maximum Agency Matching Contribution, you must contribute at least five percent of the basic pay you earn **each pay period** during the year.

(The first five percent of your basic pay each pay period is matched — dollar-for-dollar on the first three percent and 50 cents on the dollar for the next two percent.)

To determine a dollar amount you can contribute each pay period so that your contributions are spaced out over all the (remaining) pay dates in the year, use the Elective Deferral Calculator on the TSP Web site ([www.tsp.gov](http://www.tsp.gov)).

### **What happens to my Agency Automatic (1%) Contributions when my employee contributions and Agency Matching Contributions are suspended?**

If you are a FERS employee, your agency must continue to submit Agency Automatic (1%) Contributions even though your employee contributions and Agency Matching Contributions are suspended. As a FERS employee, you are entitled to receive Agency Automatic (1%) Contributions whether or not you make employee contributions.

# The Winner's Circle with Lou Tice - 8/11/06 - "R. A. S."

Did you know that you have a built-in screening device that either admits or blocks information?

The human nervous system contains a marvelous network of cells called the Reticular Activating System, or R.A.S. Its function is to screen out unimportant information that comes to you through your senses.

A mother with a new baby in the next room will sleep through jet planes screaming overhead, but she'll wake in an instant if that baby starts to cry. The airplane is louder, but not important, so it doesn't get through because her R.A.S. keeps it out. Only information that is important - valuable or threatening - gets through.

Now when you set a goal, you declare a new significance - you make something important. And suddenly, information that never got through before is all around you. Did you ever decide to buy something - maybe a new television - and the next day all you see are advertisements for TV's? They were there all along, but now they're important to you, so you notice them. One of my daughters told me that she never realized how many pregnant women there were until she became pregnant, and suddenly they were everywhere.

So when you set a goal and declare its importance, you'll find yourself noticing opportunities to help you achieve it that you never knew were there before. Try it. I think you'll be surprised at how efficiently your R.A.S. works.

Lou Tice  
The Pacific Institute  
[www.thepacificinstitute.com](http://www.thepacificinstitute.com)

The Winner's Circle with Lou Tice  
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# Army Community Service Relocation Readiness Program

## DOES YOUR UNIT HAVE TRAINED SPONSORS?

Sponsorship Briefing is conducted every month at **1300-1400** in Bldg 470, Room 2225. The briefing is 1 hour in length. The next briefing will be on **14 September 2006**.

Please call the Relocation Readiness office at 596-4347 to schedule your personnel for the next Sponsorship briefing.

We ask that you call and sign up or email [gina.ray@wood.army.mil](mailto:gina.ray@wood.army.mil) to ensure that enough class material is prepared, thank you for your assistance.

## Leave and Earning Statements and W-2s

By 1 October 2006, the Army intends to turn off mailing of all LES's and W-2s. Employees will be required to utilize myPay to receive LES's and W-2's and must obtain customized myPay PINS at <https://mypay.dfas.mil/mypay.aspx>.

myPay is an online service that allows DOD members and retirees to manage their pay in a secure and convenient manner at any time and any location. Civilian employees may view 26 pay periods of LES's online and have more direct control of their finances and the timing of certain pay actions. Additionally, the reduction of mailed copies will improve the security of employees' financial and personal data. Advantages for the Army include improved customer service and the potential of saving up to \$2 million a year.

Highly encourage all employees to obtain customized myPay PINS in the very near future.



# Planning to Retire Soon?

If you are preparing to retire, please note that the Army Benefits Center-Civilian (ABC-C) strongly recommends that you submit your retirement application package to them within **90-120 days** of your intended retirement date.

Your early submission will help to ensure a timely receipt of your first annuity payment from the Office of Personnel Management. *If you submit your retirement package to the ABC-C with less than 60 days notice, you should be financially prepared for a delay in the receipt of your first annuity payment.*

Although there are circumstances that may cause a delay in an employee's application submission, the ABC-C strives to complete all packages expeditiously. However, employees are encouraged to follow the ABC-C's 90-120 day recommendation whenever possible to help achieve a smooth financial transition into retirement.

For more information on retirement, visit the ABC-C web site at <https://www.abc.army.mil> and check out the Guide to Retirement at <https://www.abc.army.mil/Information/ABCRetirement/Information/RetirementGuide.doc>.

## CUSTOMER FEEDBACK FORM

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

**PRODUCT IDENTIFIER** (type of action):

Examples: evaluation of application, referral list, request for personnel action (RPA) number, processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

- |   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 1. Was this action completed/service provided in an acceptable time frame?  | ___        | ___       |
| 2. Do you think the product is accurate and represents good staff work?     | ___        | ___       |
| 3. Did you get the kind of information you needed to make informed choices? | ___        | ___       |
| 4. Were our interactions with you courteous?                                | ___        | ___       |

Overall, how would you rate the product/service you received?

\_\_\_Excellent    \_\_\_Good    \_\_\_Adequate    \_\_\_Unsatisfactory

Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

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If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

**Thank you** for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to [atztcp@wood.army.mil](mailto:atztcp@wood.army.mil), or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director,  
Civilian Personnel Advisory Center  
140 Replacement Ave, Ste 2210  
Fort Leonard Wood, MO 65473-8935

# Army Civilian Personnel Professionals - Helping Leaders- Meet the Mission

## EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS.  
ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE  
ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION.  
PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION  
TO THE EDITOR,

EMAIL: [atztcp@wood.army.mil](mailto:atztcp@wood.army.mil)



*Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.*